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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: May 31, 2000

SUBJECT: SAFETY MEETING IDEAS -- JUNE 2000

Suggested issues to discuss during your next meeting are:

With the new fiscal year approaching, make sure your required records are up-to-date. These forms should be maintained in your (the manager's or supervisor's) office:

1. Std. Form 261 "Authorization to Use Privately Owned Vehicles on State Business"

- Required annually of all employees who use their private vehicle while conducting state business
- In accordance with S.A.M. 0754, ensures adequate insurance and safety considerations
- Certifies that the employee will report all accidents while conducting state business on a Std. 270 form within 48 hours. (S.A.M 2441)

2. Defensive Drivers Training Certificate

- Any employee who drives a vehicle while on state business is required to take this 4-hour class. This includes driving state, private and rental vehicles on state business.
- This class must be attended at least every four years.
- A copy of the employees' certification should be kept in their manager/supervisor's file.

3. Medical Information

During an emergency, a supervisor should have a list of their employees, their home phone numbers, addresses, important medical information (such as allergies to medication, etc.) and who to contact in case of an emergency. This information should be current and kept confidential.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons